

Selling jewelry at the Las Vegas Artists' Guild Gallery!

1. Contact the Jewelry Coordinator to see if there is space available and request your display space.
 - You will be given empty shelf space and you must plan to use your own display materials.
 - Jewelry space is rented for approximately 5 weeks (same timeframe as the hanging artwork), either ½ or 1 full shelf depending on what is available.
2. Give each piece a unique inventory number and print it on the price tag, along with the price. Your price tag must be large enough to accommodate the SKU Inventory Number. Recommended size: 1" x 1.5"
3. Fill out the inventory sheet sent to you electronically before take-in begins. Once completed for all your jewelry, please forward a copy to Jane Worrell **5 days before take-in**. You will be provided with the inventory SKU numbers at take-in so that you can apply them to your price tags while you arrange your display.
4. In the interest of our customers' safety and well-being, you must mark your jewelry pieces with the exact type of metal used in your jewelry. This is required.
5. At time of purchase, jewelry will be given to customers in organza bags. While the Guild has purchased some, donations of organza bags and small boxes will be graciously accepted.
6. **You may replace items that sell during the month.** Your replacement item information must be communicated to Jane Worrell. Once Jane has the new SKU price tag(s) ready, she will contact you and let know when to bring your new item to the Gallery. You will need to write the new items on the form maintained in a binder near the cash register. Once the SKU price tag is applied, these new items can then be added to your display case. **Every item in the display cases must have an LVAG system generated SKU ticket.**
7. **You may not randomly add or change out any pieces after in-take.** Changes can only be made at the beginning of the next intake cycle.
8. Please let the LVAG Jewelry Coordinator know if you plan to renew, or add to your space if available, or if you plan to withdraw. **Please do this before the scheduled change-out date** so that we know what spaces are available to others for the following month.
9. **Please bring in your business cards, your bio, and the info on your creation process.**
10. Please note that from time to time we may want to create a **Focal Display Shelf** where we will showcase one piece of work from several artists or from all of our current jewelry artists. Every piece selected will be displayed with the artist's name. This will help the Guild showcase artist's work and generate additional interest. If this happens, we will let you know what is being done and which piece has been selected.
11. For jewelry questions, contact Jewelry Coordinator, **Priscilla Rogers, at 702-677-7567.**
12. Email your inventory forms to **Jane Worrell at: jlw0309@hotmail.com**